



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

September 5, 2008

OREGON BULLETIN NO. OR-250-2008-2

SUBJECT: 2008 OACD 60th Annual Meeting/Training Conference

Purpose. To inform NRCS Oregon employees of the 60th OACD Meeting/Training Conference, "Oceans of Opportunity"

Expiration Date. November 30, 2008

This year's OACD meeting/training conference is scheduled to take place October 31, 2008 – November 3, 2008 in Newport, Oregon. Basin Team Leaders, members of the Portland Based Leadership Team, and those scheduled to be a moderator or presenter are authorized to attend the meeting at government time and expense. **This is not a mandatory meeting.** District Conservationists and RC&D Coordinators are authorized to attend on official time and expense if there is at least one board director or council member attending from their district or council. Other employees who are not on the list above will need approval from their supervisor and the State Conservationist. .

Employees Authorized Official Time and Expense

Approved attendees will be authorized to travel October 31st. The opening ceremony of the OACD annual meeting/training conference will start on October 31st and travel home on November 3rd. The early registration fee for the OACD annual meeting is \$225.00, which includes Saturday Lunch; Sunday Breakfast, Lunch and Banquet; Monday Breakfast; and all coffee breaks and receptions during convention. Check out the following web site for a copy of the agenda. (www.oacd.org) Use of government vehicle is authorized; however, to avoid a large gathering of government vehicles, employees using their personal vehicles will be reimbursed at the government advantage rate (58.5 cents per mile). NRCS employees are encouraged to carpool with other NRCS/SWCD/ WSC staff to the extent possible in order to reduce overall costs to NRCS.

Timesheets should reflect a normal tour of duty on Friday, October 31 and Monday November 3, 2008 with travel comp time granted by the supervisor as appropriate. Employees who are FLSA Exempt are authorized comp time for attendance on Saturday, November 1st and Sunday, November 2nd. FLSA Non-Exempt employees who are authorized to attend must have their supervisor's approval for their election of comp time or overtime. Coding timesheets to Program Management or Training and enter your own County Code. OACD invites our attendance at their luncheons and dinner meals. Employees attending breakfasts, the banquet or other after-hour activities during the convention do so voluntarily. No premium pay is authorized for convention functions.

Overnight lodging will be authorized, and M&IE allowed, for employees traveling to the convention provided their residence is more than one hour driving time from your duty location. The numbers for the Best Western-Agate Beach Inn is 800-547-3310 or e-mail: reservations@agatebeachinn.com.

Registration: If you are attending this meeting/training conference, submit your complete registration form to Cec Cullison (e-mail or fax 503 414 3103) by close of business on **September 15, 2008. No late registration fees will be paid by NRCS. If you fail to submit your registration form by the suspense date, you will have to pay for the conference with your personal check.** Registration for the OACD annual meeting is \$225.00

Travel Voucher Information

Lodging rate (Lincoln County) of \$81 plus tax is to be shown on travel vouchers, plus M&IE of \$49, (\$36.75—75% M&IE). If the hotel does not accept the tax exempt form, then actual taxes for lodging are to be claimed as miscellaneous expense. When preparing Gov Trip vouchers, employees must make appropriate reductions in M&IE for all meals furnished as part of the registration fee (since you are claiming reimbursement for the fee from NRCS) or otherwise paid in advance by NRCS. The reductions are \$9 for breakfast; \$13 for lunch; \$24 for dinner.

/signed/

BOB GRAHAM
State Conservationist

Enclosure

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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